

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials Date

1. EXA/DDA

JL SEP 1987  
N5 SEP 1987

2. ADDA

3. D/L

4. ASSUME WE ARE OUT OF ISSUES TO

5. Key + AMERS only? if so LATS

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Hank: As indicated on the attached sheet, per your request. Other directors vigorously guard the parking distribution & will not let us in. Since O/DDA does not want to get involved, we shall do it on behalf of you.

DO NOT use this for

FROM: (Name, org. sym)

vals, concurrences, disposals,  
tions

Room No.—Bldg.

Phone No.

5041-102

☆ U.S. GPO: 1986-451-247/40012

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DDA SUBJECT FILE COPY

STAT

175-13

DD/4 Registry  
87-1936x

14 September 1987

MEMORANDUM FOR: Director of Logistics

STAT FROM:

[Redacted]

OL Parking Coordinator

SUBJECT:

Permit Disbursement

1. The procedure for disbursement of parking permits within the Agency to date has been to have each Directorate be responsible for obtaining population figures and providing them to the OL Parking Coordinator. Using these figures, the Parking Coordinator issues permits to the Directorate level and they in turn issue them to each office within the building being allocated.

2. The OL Parking Coordinator feels after looking at all aspects of the procedures, it would be to everybody's advantage for the Parking Coordinator to be the point of contact for the DDA rather than issuing permits as described in paragraph 1. However, the other Directorates still want to be involved from the beginning, so the procedures for them should remain unchanged. //

3. Any questions regarding the above, maybe be directed to the OL Parking Coordinator on

STAT

[Redacted]